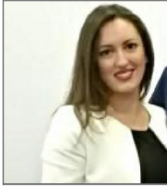


PERSONAL INFORMATION



Elena Cristiana Mortoiu

Str.

@gmail.com

Gender Female | Date of birth | Nationality Romania

PREFERRED JOB

Functie de demnitate publica numita (Prefect/Subprefect) / Manager servicii publice deconcentrate / Consultanta

WORK EXPERIENCE

Sep 2020 - present

executive assistant

Asigura desfasurarea activitatii firmei in conformitate cu normele legale si consilierea sub aspect juridic a departamentelor firmei.

- Elaboreaza regulamente, hotarari, ordine in conformitate cu legislatia in vigoare.
- Asigura consultanta si informare permanenta a conducerii firmei cu privire la modificarile legislative.
- Soluzioneaza cereri cu caracter juridic in domeniile dreptului comercial si muncii
- Redacteaza proiecte de contracte.
- Redacteaza acte juridice, verifica identitatea partilor, consimtamantul, continutul si data actelor incheiate ce privesc firma.
- Verifica legalitatea actelor cu caracter juridic si administrativ primite.
- Intocmeste documentatii privind autorizari, avize etc de la autoritatile statului necesare functionarii firmei.

S.C. VOX PROFILE SRL , DN64, jud. Valcea - MIHAESTI Romania

Business or sector Secretary , infrastructures, construction industry

Oct 2018 - May 2020

Colaborator

Contabilitate, facturare, bilant, asistenta fiscala (declaratii de avere, de TVA), plati taxe si impozite, declaratii INTRA pentru operatiunile intracomunitare, gestiune clienti

StudioME - Commercialisti , Corso Italia, 34 - FIRENZE (FI) Italy

Business or sector Administrative , consultancy (management, legal, accounting, ...)

Nov 2017 - Nov 2019

Tutor - University of Florence (Department of Management)

Cursuri: Contabilitate, Business Management

Università degli Studi di Firenze , Via delle Pandette - FIRENZE (FI) Italy

Business or sector Human Resources , education, training, research and development

Oct 2014 - Oct 2015

Creditworthiness

Creditworthiness report of borrowers, financial statement analysis

Fidi Toscana S.p.A. , Viale Mazzini, 46 - FIRENZE (FI) Italy

Business or sector Finance , credit and insurance

EDUCATION AND TRAINING

2014 - present

Corso di Laurea Magistrale in Governo e Direzione d'Impresa

EQF level 7

Università degli Studi di FIRENZE - School of Economics and Management

2nd level-cycle degree/Master of Science (2 years)

Principal subjects/occupational skills covered:

Corporate Governance, Corporate Finance, Internazionale Accounting, Advisory Management, Value and Business Strategy, Turnaround Management, Financial Statement Analysis, Supply Chain Management, Procurement contract lab.

2008 - 2014

ECONOMIA E COMMERCIO

EQF level 6

Università degli Studi di FIRENZE - School of Economics and Management

1st level-cycle degree/Bachelor (3 years)

Postgraduate studies

TRAINING COURSE

2019 - 2020

MASTER - EUTEKNE 2019/2020

EUTEKNE S.p.A. (Verona)

Description: (octombrie 2019 - mai 2020) - update fiscalitatea IMMurilor, managementul crizelor financiare.

TRAINING COURSE

2018 - 2018 (1 months)

MASTER EUROPROGETTAZIONE

Eurogiovani srl unipersonale (Torino - Italia)

Description: Redactarea proiectelor pe fonduri europene

Pre-university studies

Secondary school diploma: Business High School

School-leaving examination taken in (year): 2008

Italian secondary school diploma

PERSONAL SKILLS

Mother tongue(s)

Romanian

Foreign language(s)

	UNDERSTANDING				SPEAKING				WRITING	
	Listening		Reading		Spoken interaction		Spoken production			
English	B2	Independent	B2	Independent	B2	Independent	B2	Independent	B2	Independent
French	B2	Independent	B2	Independent	B2	Independent	B2	Independent	B2	Independent
Italian	C2	Proficient	C2	Proficient	C2	Proficient	C2	Proficient	C2	Proficient

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
Common European Framework of Reference for Languages

Linguistic experience(s)

European Union program

Erasmus Plus

Language: English

Duration of studies in months: 6

Foreign country where the academic studies were carried out: Wien (Austria)

Description: Coursuri: Supply Chain Management, International ITM, Behavioural Finance.

Communication skills

Good teamwork and individual skills. Good spirit of adaptability to changes

Organisational / managerial skills

Good organizational sense and priority management.

Job-related skills

Accounting, balance sheets analysis, customer management,

Digital competences

SELF-ASSESSMENT				
INFORMATION PROCESSING	COMMUNICATION	CONTENT CREATION	SAFETY	PROBLEM SOLVING
Proficient user	Independent user	-	Independent user	Proficient user

Digital competences - Self-assessment grid

Basic digital competence:

APPLICATION SOFTWARE

Office 365 (Word, Excel, Power Point, Outlook), Prezi (Advanced)

Driving licence

B